

Scott Walker
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
819 North Sixth Street
Room 128
Milwaukee, WI 53203-1675
Telephone: (414) 227-3997
Facsimile: (414) 227-5232

State of Wisconsin Department of Corrections

August 2, 2017

Chief Adam Grosz
Twin Lakes Police Department
920 Lance Drive
Twin Lakes, WI 53181

RE: 2017 Annual Inspection, Twin Lakes Municipal Lockup

Dear Chief Grosz:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statutes 301.37 (3). The 2017 annual inspection of the Twin Lakes Municipal Lockup was conducted on July 28, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The three cells and adjacent booking area were inspected and found to be in good condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being recorded pursuant to 349.12(3)(5) on a monthly basis. It was discussed that the current form being used to record the inspections of cell and fire escape locks and doors needs to be revised to indicate that it is a monthly inspection and not weekly.

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

Health Care 349.09

The Twin Lakes Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission

screens found that a health screening form is being completed on each detainee being placed into a cell. However, some of the health screenings were found to be incomplete, particularly on the officer observation questions that are required to be completed. Please ensure that staff completes the health screening form in its entirety.

Current procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered unless authorized by the shift commander.

Fire Safety 349.10

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the Twin Lakes Fire Department was completed on 4/7/17. Evacuation routes are posted and fire protection equipment in place should the need arise.

Records and Reporting 349.11

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the Twin Lakes Municipal Lockup. Since the last annual inspection in 2016, there have been no notifications to this Office of any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. Cell checks are also being completed and documented as required. A review of completed booking sheets found that physical security checks are generally being conducted and documented [REDACTED] minutes. This is an excellent practice that exceeds the minimum requirements of the administrative code.

There were also some inconsistencies found regarding staff not filling out the remarks section on the physical security check sheet. Please ensure that staff add remarks that reference the behavior/activity of all detainees placed in a cell.

Detention of Juveniles 349.21

Your Department has elected to not hold juveniles in your lockup per your correspondence to this office. Records confirmed that no juveniles were securely held in the lockup. Please contact this office if Twin Lakes would like information on detaining juveniles.

Approval

The Twin Lakes Municipal Lockup is approved for the detention of adults for up to 72 hours. It is not approved for the detention of juveniles. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Lt. Joshua Cooper and Officer Randy Ebert for their assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized flourish at the end.

Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: Jennifer Frederick, Village Administrator
Kristi Dietz, ODF Director
File